

E-Mail to current DOT Travel Agencies

To allow most federal travelers to access real time travel information and book air, hotel, car and train travel over the Web, DOT is developing a self booking web site adapted for the unique government travel requirements. Federal government negotiated supplier rates as well as all non-government rates will be available through the site. GSA designated travel services could offer a lower fee self booking option for the fulfillment services, i.e., the issuance of tickets and itineraries booked on the site.

GSA's Travel Master Contract now invites travel agencies to offer such "value-added" services (Section B) so that the travel agencies may offer them to Federal agencies at the Task Order level. To take advantage of this new technology and reduce costs, DOT offices using the web booking tool are likely to want their GSA sponsored travel agencies to bid for fulfillment of Web-based bookings on the GSA Master Travel Contract. This fulfillment service includes quality control, ticketing, ticketing refunds and exchanges and telephone inquiries which will be necessary when the DOT self booking engine is being used.

This value added service will be an key factor in selecting DOT travel service providers under the GSA Master Travel Contract. Below are two suggestions on how to bid this function in the current GSA solicitation under the Value Added Services section. If you would like more information on the DOT Web based self booking concept, the draft Request for Proposal can be found at <http://www.eps.gov> (under DOT). DOT's contact person is Susan Tollerson. Susan can be reached at (202) 366-6103 or finance@ost.dot.gov.

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Deputy Chief Financial Officer
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PRICING TABLE

Base Years (Years One and Two)

Contract Line Item Number (CLIN) _____ Offeror: _____

Place of Operation for this CLIN: _____

A. Transaction Fee Core Services

Domestic Travel \$ _____ Price Per Transaction

International Travel \$ _____ Price Per Transaction

B. Delivery Fees

Fees for issuance/delivery of paper tickets when electronic ticketing (or ticketless travel) is available but not acceptable to the client agency/organization.

Delivery Fees (see C-15):	Price Per Delivery
1. US Mail	
2. Overnight Delivery	
3. Local courier	
4. Other	

C. Value Added Services -- Services for Fee or at No Cost

Are you offering any Value Added Services? YES___ NO___

Provide a brief description of the product or service and describe any conditions under which the service is offered; e.g., minimum volume of air sales. Also state the unit of issue (e.g., hour, copy, etc), and indicate the price per unit. If appropriate, indicate that the pricing will be negotiated at the task order level.

Option 1. Travel agencies with experience fulfilling Web bookings would propose a “ceiling” price for self-booking.

Value Added Services

Option 1

Web self booking transaction fee ceiling price:

A. Domestic Web Bookings Price per Transaction is \$ _____ less than traditional booking method plus the booking fee charged by the booking engine.

B. International Web Bookings Price per Transaction is \$ _____ less than traditional booking method plus the booking fee charged by the booking engine.

Option 2.

Travel agencies with little or no experience in the fulfillment of bookings over the Web can describe and offer the fulfillment service and state that pricing will be negotiated at the task order level.

“We wish to offer Web self booking and will negotiate the fee at the task order level”